



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY MEDICAL COMMAND
HEALTH CARE ACQUISITION ACTIVITY
2050 WORTH ROAD, SUITE 37
FORT SAM HOUSTON, TEXAS 78234-6037

MCAA

12 October 2001

MEMORANDUM FOR CHIEFS, MEDCOM HCAA CONTRACTING OFFICES

SUBJECT: Administrative Processing Procedures for Freedom of Information Act (FOIA) Request, Operating Instruction 02-01 (FAR 24.2)

1. Purpose. To establish administrative procedures for processing FOIA requests.
2. If HCAA receives the FOIA request through the MEDCOM FOIA Officer, HCAA will establish a suspense date and forward FOIA requests to the responsible contracting office under a suspense cover. If the FOIA is routed directly to a contracting office, the responsible contracting office official will track the suspense with and through the assigning FOIA Officer.
3. FOIA requests coming in to HCAA, MEDCOM FOIA Officer, or a regional contracting office on the Purchase Card Program (aka IMPAC) will be tasked to the applicable RCO's Purchase Card Agency Program Coordinator (APC) for immediate action. FOIA requests typically fall into two categories; request for Cardholder lists and/or specific Cardholder purchasing data. Requestors are typically vendors. When a listing of Cardholders is requested, a bank generated TBR00210 report is releasable after account numbers have been removed.
4. A request for specific cardholder data is also releasable with appropriate sensitive information removed. When a TBR00210 report is not readily available, or can not be reasonably generated, the requestor should be advised that cardholder statements are available and are generally releasable. Keep in mind that certain cardholder records may be exempt due to the cardholders' position (deployable), duty station (overseas), or sensitivity (Intel) and it will be up to each RCO's Purchase Card Agency Program Coordinator (APC) to ensure those accounts are not

This Operating Instruction supersedes OI 01-01, 25 Oct 00.

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released under the FOIA. Please work closely with the HCAA and FOIA office in determining which accounts can be released.

5. Irrespective of the origin of the FOIA request, the responsible contracting office official will prepare the response letter for signature of either the Principal Assistant Responsible for Contracting (PARC), if the contracting officer determines facts warrant denial, or appropriate responsible contracting official if the information is deemed releasable.

6. The responsible contracting official will normally mean the contracting officer, but could also be an individual in the contracting officer's chain of command commensurate with the value of the contract and circumstances surrounding the release. **Only denials require PARC signature.**

7. If releasable, the responsible contracting official should forward a copy of the response to HCAA and through the cognizant FOIA Officer to close the action. When processing an IMPAC FOIA information request, make sure you remove the card account number from the statement prior to release.

8. If a denial letter is required, the responsible contracting official will obtain legal coordination prior to forwarding the proposed letter to HCAA for PARC signature (a minimum of 2 working days before the HCAA suspense date if applicable). If the responsible contracting official can not meet the HCAA or FOIA Office assigned suspense date, the official will coordinate the extension with the HCAA administrative staff or the FOIA Office as appropriate and annotate the suspense extension in the final submission. Denial letters must cite relevant exemption(s). Should changes be required, the package will be returned to the contracting office for correction.

9. The responsible contracting official will prepare all responses IAW guidance contained in AR 25-50 and MEDCOM Correspondence Guide.

10. The responsible contracting office official will include the standard paragraph on fees or waiver of fees in the

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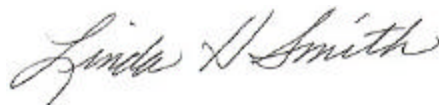
response. Fees will be waived if it takes less than 2 hours to
prepare the response and/or 100 pages or less are provided.

11. The responsible contracting office will ensure all
enclosures are attached and a DD Form 2086, Record of Freedom of
Information Processing Cost, is completed. **Only Asterisk items
are chargeable.**

12. Once the PARC signs the denial letter, the HCAA will add
the date to the original and return to the responsible
contracting office for dispatch and closure through the
appropriate FOIA Officer. If HCAA initially received the
request through the MEDCOM FOIA Officer, the suspense will be
closed by HCAA.

13. Sample letters of releasable information with fee and fees
waived are at Enclosures 1 and 2, respectively. Sample denial
letter is at Enclosure 3.

14. Our technical point of contact is Mr. Gary Pinion, (210)
221-3089. Our administrative point of contact is Mrs. Kathleen
Battaglia, (210) 221-3298.



LINDA H. SMITH
Chief of Staff

3 Encls

CF:

MEDCOM FOIA/PA OFFICER
HCAA/BOB-CAT Webmaster